



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
May 14, 2019 Minutes

I. Meeting Opened

The May 14, 2019 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William "Boots" McCormick.

Council Absent: Councilwoman Elizabeth Haffner

Staff present: City Clerk Rebecca Podraza, City Attorney Clayton Adkinson, City Planning Director Latilda Hughes-Neel, Planning Technician Brooke Jackson, Parks Director Charlie Simmons, Water Dept Office Assistant Stacy Ward, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, and City Engineer Alex Rouchaleau.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests

Mayor Barley introduced Lieutenant Webster with the Walton County Sheriff's Department. Lieutenant Webster introduced himself to the Council and advised that he is the overall law enforcement for the Freeport area. Please reach out to him with any issues or questions you may have. He may be reached by email or phone which can be found on the Sheriff's Department Website.

IV. Public Comment on Consent Agenda

Councilwoman Green advised that a correction needs to be made to the Regular Council Meeting Minutes for April 25, 2019. The Planning Director Latilda Hughes-Neel was not with Councilwoman Green at the Walton County School Board Meeting. The Clerk will correct the minutes.

V. Approval of Consent Agenda

1. Bills Paid
2. Regular Council Meeting April 25, 2019

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Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented with correction to be made to the April 25, 2019 Regular Council Meeting Minutes. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

VI. Consideration of Additions/Deletions to Agenda
Additions

- Councilwoman Green – SOP Due Date
- Billing – Update on the new Billing Clerks

Deletions

- Water - 19068 Highway 331 S Water Tap

VII. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and deletions as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

VIII. Staff Reports

A. Engineering

1. WWTF Upgrade Engineer/Owner Agreement

- Dewberry to do permitting and submittal of documents to Rural Development
- Engineering to provide regular updates at each Council Meeting
- Engineering to provide written notification when submittals are made to DEP
- Written confirmation must be provided showing that **City Staff** has signed off on what is being submitted to RD and/or DEP

Council Action: Councilman McCormick made a motion to approve the Dewberry WWTF Upgrade Engineering/Owner Agreement as presented for a total amount of \$1,320,800.00, with the deferred payment terms with fourteen (14) month timeline to submit to RD, and authorize the Mayor to execute the agreement. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. SRF Phase I Water Improvements – Resolution & Loan Application approval

- City Engineer Alex Rouchaleau presented the Resolution & Loan Application. Attorney Clay Adkinson provided the Attorney's Letter of legal opinion.

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- Rouchaleau explained that this is for 163,400.00 for design, permitting and survey for water main improvements from State Road 20 S to Sparkleberry Lane, as well as the planning study that Engineering submitted, which has been approved by State Revolving Fund Management.

Council Action: Councilman Farris made a motion to approve the SRF Loan Program Application Resolution No. 2019-07. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Brannon made a motion to approve the submittal of the Loan Application for \$163,400.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

3. US 331 North Utility Improvements – Approval to allocate impact fees and create agreement between City and Developer.
 - Engineer Rouchaleau provided an overview of the area's wastewater improvements as well as some minor water improvements to upsize the outlet to the water tank in the area.
 - A cost estimate for the wastewater upgrades for approximately \$3,000,000.00 for construction and engineering fees was presented.
 - A summary table was provided by Planning Director Hughes-Neel, which provided information on the existing developments on 331 North of Hwy 20 S, which included Impact Fees/Capacity Fee Assignment.
 - Totals that have already been collected are \$1,676,400.00 for Sewer impact Fees and \$415,075 for Water Impact Fees.
 - The proposed Owls Head Farms (300 Single Family Units) Capacity Fee totals are \$1,996,500.00 for Sewer and \$315,000.00 for Water.
 - Construction money would be drawn from a total of \$3,672,900.00 for Sewer and \$730,075.00 for water, which the City will have collected from the developer.
 - Easements will be provided by the developers and will be incorporated into the Developers Agreement. Both Owls Head and Preserve representatives have verbally agreed to providing the easements.
 - Fees for all 300 units will be done before the project is started.

Council Action: Councilman Farris made a motion to approve moving forward with allocation of the Impact fees and to create an agreement between the City and the Owls Head Developer for the project. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

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B. Water

1. ~~19068 Highway 331S Water Tap~~

C. Parks

1. Park Rental Fees
 - Parks Director Simmons presented a Comparison Rate Table showing the rental rates for Frank Brown Park, Morgan Sports Center, and Destin Sports Complex. Also presented were the current and proposed rates for the Freeport Sports Complex. Staff was directed by Council to agenda this item at the next Regular Council Meeting so that they have more time to review the proposed fees.
2. Pool
 - Director Simmons provided the current rates at Frank Brown Park and the current and proposed rates for the Freeport City Pool. Staff was directed by Council to agenda this item at the next Regular Council Meeting so that they have more time to review the proposed fees.
3. Director Simmons updated the Council on the following:
 - Completed Pressure Washing Laird Park
 - Staff is building tables at Marse Landing
 - Received second notice to proceed for the Trails Grant
 - Storage Facility breaking ground soon
 - Breaking ground soon on the Pickle Ball Courts
 - Splash Pad open – Councilman McCormick thanked Director Simmons for efforts on the project
 - Attendant will be provided for the Splash Pad on Saturdays
 - Pool staffing

D. Billing

1. Payment Plan Policy

Council Action: Councilman McCormick made motion to approve the Payment Policy Plan as presented. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. ADG On-Site Training

Council Action: Councilman Farris made a motion to approve five (5) days of training for a

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total of \$7,955.00. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

3. Utility Customer Deposit Policy
Billing Manager Roberts presented the Customer Deposit Policy as follows:
- Utility Customers who are signing up for new service with the City of Freeport, must provide their Social Security number on the application to receive services.
 - If a customer does not wish to provide their Social Security number, they will be required to pay double their deposit for that service address. The rates will be as follows:
 - Residential Inside Water Only: \$100.00
 - Residential Inside Water and Sewer: \$200.00
 - Residential Outside Water Only: \$125.00
 - Residential Outside Water and Sewer: \$225.00
 - Commercial Inside Water Only: \$200.00
 - Commercial Inside Water and Sewer: \$400.00
 - Commercial Outside Water Only: \$250.00
 - Commercial Outside Water and Sewer: \$500.00

Council Action: Councilwoman Green made a motion to approve the Utility Customer Deposit Policy. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

4. New Utility Billing Collection Agent
- Billing Manager Roberts presented two bids received for collections services.

Council Action: Councilwoman Brannon made a motion to approve Emerald Coast Collections as the Utility Billing Department's new Collection Agent. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

5. Utility Billing Clerks
- Manager Roberts announced that two candidates have been selected for the Utility Billing Clerk positions. One candidate is scheduled to start on May 22, 2019 and the other on May 28, 2019. A third person is still being recruited.

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E. Finance Department

1. 2019-2020 Budget Workshops
 - Finance Officer Sara Bowers presented the Local Government TRIM Timetable as well as calendars for the next four months, which included notes relating to the 2019/2020 Budget Cycle.

Council Action: Councilwoman Brannon made a motion to approve a Council Budget Workshop for Tuesday, June 11, 2019 at 6:00 pm. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. Direct Deposit Policy
 - Finance Director Bowers presented the Direct Deposit Policy for staff checks. Council requested that the policy include the requirement of a voided check or letter from the employee's bank verifying the routing and account number.

Council Action: Councilwoman Green made a motion to approve the Direct Deposit Policy with additional verbiage to be added requiring staff to submit a voided check or letter from the bank verifying account information. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

F. Planning & Zoning Dept.

1. Freeport Library Expansion
 - Planning Director Hughes-Neel introduced a group of community members who utilize the Freeport Library on a regular basis. They requested Council support and approval for an initiative to expand the public library.

Council Action: Councilman Farris made a motion to approve Library Staff and community group to move forward with the process of developing a conceptual plan to expand the Freeport Public Library. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. Barrier-Free Park Direction

Council Action: Councilman Farris made a motion to approve the Facilities Planning Committee (Mayor, City Attorney, Planning Director, Parks Director and City Engineer) to begin the development of design and to apply for grants for the Barrier Free Park. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

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3. 331 South Corridor Standards
 - As directed by the Council, corridor standards were developed for 331 South and presented to the Planning & Development Review Board for review and recommendation. No action was requested; the language will be presented in the form of an Ordinance at a future Council Meeting for 1st Reading.

IX. Old Business

1. Pending List
 - Clerk Podraza presented the Pending List and requested the following items be moved to the completed list.
 - 30/60/90 Day Notification Policy
 - Disconnection Policy Implementation
 - Attorney Adkinson advised that signatures have been received on all existing inventories of prepaid connection “tap” and Impact Fee accounts. A Resolution will be provided at the next Council Meeting.
 - Councilman McCormick updated the Council on the Threat Assessment Item. This will be addressed again at Budget Time. Councilman McCormick and Attorney Adkinson will address issues and develop a presentation for security measures.
 - Mayor Barley advised that the comments and recommendations for the Q&A Questions for the website have not been received from Council. Council requested that the list be resent.

Council Action: Councilman Farris made a motion to approve the removal of the following items from the pending list:

- 30/60/90 Day Notification Policy
- Disconnection Policy Implementation

Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. City Manager Ordinance - First Reading
 - Attorney Adkinson presented the Ordinance creating the position of City Manager.
 - Council discussion ensued regarding options to change the verbiage if first reading is approved. Attorney Adkinson advised that first reading just means the Ordinance is read by title and advertised. Changes may be made before second reading and Public Hearing and adoption of the Ordinance.
 - Council discussion ensued regarding the terms under Section 2-42. Entitled “Appointment; Removal; Compensation” and Section 2-44 Entitled “Qualifications”.

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- Legal Staff was directed to change Section 2-43 "Residence" to require the City Manager reside within the city limits of Freeport.
- The item will be on the agenda for the May 23, 2019 Council Meeting for further discussion and review. Second reading and adoption to be on the agenda at the first regularly scheduled meeting in June.
- Council discussion ensued regarding Section 2-44 "Qualifications". Legal Staff was directed to bring back verbiage providing for options on the education and experience for further discussion and review.
- Discussion points above will be discussed at the next Council Meeting on May 23, 2019.

Council Action: Councilman McCormick made a motion to approve first reading and advertisement of the Ordinance Creating the Position of City Manager. Councilwoman Brannon seconded the motion. Three ayes, (Brannon, Farris, McCormick); one nay, (Green); motion carried.

New Business

A. Councilwoman Brannon

1. Follow-Up After Council Action
 - Councilwoman Brannon advised that in light of some of the issues the City has had regarding matters that have been overlooked in the past, when the Council votes on something, they need assurance that it is done. There have been a couple of situations where Council voted, and things have not been done. Follow-up action needs to be implemented to ensure these actions are completed.
 - Councilwoman Brannon added that a follow-up email on Council Action needs to be reinstituted by the Clerk.
 - Councilman McCormick also suggested that the actions be designated to someone and be recorded on the follow-up email.
 - Councilwoman Green requested a list with all the action items and the person it was assigned to be sent out to all the Department Heads after every meeting. The Clerk would be fully responsible for maintaining this list and ensuring the items are completed.

Council Action: Councilwoman Brannon made a motion to have the City Clerk prepare a follow-up list of all action items, indicating the staff member responsible and when it is to be completed after every meeting, and it is to be sent to all Council and Department Heads. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

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B. Councilwoman Green

1. Redundancies of Critical Processes

- Councilwoman Green advised that recent events have happened lately that have brought to her attention that there are many systems in place for which only one person has access or training on. Redundancies of Critical Processes need to be identified and addressed so that these types of situations do not happen where only one person has knowledge or access to certain security systems or software programs. Councilwoman Green requested that Department Heads develop a Critical Policies Plan to put in place with checks and balances, to ensure safeguards. Staff was directed to address this at their next meeting and bring it back for Council review.

Council Action: Councilwoman Green made a motion to assign Staff to create a Redundancies of Critical Processes Plan. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. SOP

- This item was added by Councilwoman Green to address the deadline for Department Heads to submit their completed Departmental Strategic Plans. Council voted for Staff to have their department plans completed by the May 23, 2019 Council Meeting. This item will be added to the next agenda.

X. Public Comment

- Christine Bacon approached the podium and thanked Planning Director Latilda Hughes-Neel and the Council for helping with the library expansion.
- Ms. Bacon requested that speed limit signs be posted on Hammock Trail West. Speeding is a problem in that area.
- Planning Director Hughes-Neel will coordinate with the HOA to take care of it.

XI. Adjournment

Mayor Barley adjourned the meeting at 10:31 a.m.

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FREEPORT CITY COUNCIL


Mayor

ATTEST


Clerk Assistant

*Minutes taken by City Clerk, Becky Podraza, were
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